



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION 9

75 Hawthorne Street
San Francisco, CA 94105

OFFICE OF
REGIONAL COUNSEL

**November 16, 2016
JOB ANNOUNCEMENTS
GENERAL INFORMATION**

The Office of Regional Counsel Management Team is pleased to announce the opportunity for eligible attorneys in Region 9 ORC to apply for the following seven non-supervisory GS-15 positions:

Immediate Office: 1 Senior Regional Criminal Enforcement Counsel

ATWGL Branch: 2 Senior Air Counseling/Enforcement/Defensive Litigation Counsel
1 Senior Water Counseling/Enforcement/Defensive Litigation Counsel

Hazardous Waste Branch: 3 Senior CERCLA/Hazardous Waste Enforcement and Regulatory Counsel

The Management Team has assessed the workforce planning needs of the Office. Comparing current and projected work against the *Position Classification Standards for General Attorney Series, GS-0905*, TS-18, dated May 1974 and the EPA Personnel Management Memorandum, *Position Classification Guidelines for Non-Supervisory Grade 13 and 14 Regional Attorney Positions* ("Hardy Memo"), dated December 1, 1987, we identified the above seven positions as requiring GS-15 level attorneys to accomplish the work.

The positions offered are both rewarding and challenging. Before applying, please carefully review the information below, as well as the specific job announcements, to understand the expectations that will be placed on the attorneys selected for these positions.

Requirements

To be considered for a GS-15 position, you must be a current R9 attorney with at least 52 weeks of experience at the GS-14 level. Greatest consideration will be given to those attorneys who meet the criteria and have qualitative and quantitative experience in the duties identified in the specific job announcement.

Criteria

The GS-15 positions require an attorney to be highly skilled in the following areas:

1. Strategic thinking, creative problem-solving, and sophisticated advocacy;
2. Extensive legal research and effective communication (both written and verbal);
3. Analyzing extremely complex and difficult legal and factual issues, case law, regulations, statutory provisions, and policies;
4. Providing clear and comprehensive legal and policy recommendations to all levels of management;
5. Serving as principal attorney in charge of significant enforcement and defensive cases before administrative tribunals and, along with the Department of Justice, federal courts, including cases that have the potential to substantially broaden or restrict the agency's activities, impact major industries, frequently involve large sums of money and are vigorously contested by extremely capable and distinguished legal talent;
6. Mastering new areas of legal emerging technology quickly and effectively and timely managing multiple tasks, including a heavy work load;
7. Performing challenging duties with resilience despite setbacks and with a very high degree of independence using sound professional judgment while keeping management informed;
8. Taking appropriate initiative and acting proactively to advance important issues;
9. Developing and maintaining positive and professional working relationships with a wide variety of persons (e.g., co-workers, managers and staff within Region 9, other Regions, and Headquarters, DOJ, state or tribal attorneys, outside counsel, and other stakeholders);
10. Directing, coordinating, and reviewing the work of a team, including the written work products of other attorneys and staff;
11. Coaching, mentoring, and developing skills and strengths in others, including presenting at least one training annually for the office in an area of expertise; and
12. Applying particularized expertise and relevant substantive knowledge/experience to the duties required of the specific position(s), including litigation.

An applicant should demonstrate the skills identified in the criteria to work at the GS-15 level. While particularized experience is not a prerequisite, it is an important factor that will be considered in the overall selection process. Management may also seek relevant input from others when evaluating applicants.

Duties: General and Specific

A summary of the duties for each position is described in the job announcement for each position. Additionally, all GS-15 non-supervisory positions are expected to provide general leadership within ORC and perform other duties as assigned, such as assuming management responsibilities in an Acting capacity when necessary; providing back-up Regional Judicial Officer functions; participating in the hiring and mentoring of Honors Fellows, legal interns, and other ORC staff; coordinating the ORC professional development program (e.g. brownbags and trainings); working on national workgroups developing policy or guidance on issues of high priority to the Region or HQ (e.g. Next Gen, public health and safety, climate change and

sustainability, environmental justice, and matters within designated area of responsibility); and assisting with unit or all-staff meetings to coordinate agendas and presentations.

How to Apply

Please submit the following:

1. Current resume;
2. Narrative that describes briefly:
 - a. Your interest in the specified position(s) and passion for the work; and
 - b. Examples of your work experience that address the above criteria and duties and/or any knowledge or experience you have that would be relevant or transferable to the specific position(s); and
3. A writing sample of up to 5 pages single-spaced.

Please submit one application that addresses each position. Limit your narrative to three pages or add one or two page(s) if applying for more than one position. Application materials must be emailed to Gretchen Busterud **by 5:00 pm on Friday, December 2, 2016.**

Next Steps

Interviews will take place during the weeks of December 5-9 and 12-16, 2016, with the goal of making the proposed selections by December 31, 2016. One interview per applicant will be scheduled to address all positions being sought. Proposed selections will be sent to OECA for approval and then forwarded to the Shared Service Center for processing before the selections are final and can be announced. If you have any questions about the process, please do not hesitate to talk with any member of the Management Team.